



SITE PLAN/ PLANNED DEVELOPMENT APPLICATION

City of Manchester

To be Completed by Applicant	11. Owner	Name
1. Date of Submission	Address	
2. Type of Application <input type="checkbox"/> Site Plan <input type="checkbox"/> Planned Development (more than 1 principal Structure on a lot)	Telephone: _____ Email: _____	
3. Existing Uses	Owner	Name
	Address	
4. Proposed Uses	Telephone: _____ Email: _____	
	12. Agent	Name
5. Location of project Address:	Address	
Tax Map/Lot #:	Telephone: _____ Email: _____	
6 Zoning District:	13 Certification: <i>I hereby certify that the above information is correct and that I have submitted herewith all of the pertinent documentation required.</i>	
7. Ward:		
8. Has this case gone to the ZBA? Yes <input type="checkbox"/> Case # _____ No <input type="checkbox"/>	Owner's Signature	Agent's Signature
9. All improvements shown on Plan, to be completed by (month & year)	14. Required Application Fees: 1. Application Fee \$25.00 (non-refundable) 2. Site Plans/ Planned Developments \$250.00 (base fee) 3. SP/PD: \$100.00 (per dwelling unit, or per 1,000 SF of new GFA)	
10. Estimated building & site costs	15. Required Application Materials. (Refer to attached Appendix C and D)	

PLANNING & COMMUNITY DEVELOPMENT USE ONLY, DO NOT WRITE BELOW THIS LINE

1 Materials submitted <input type="checkbox"/> Plans <input type="checkbox"/> Reduced Plans <input type="checkbox"/> Abutters list <input type="checkbox"/> Application fee <input type="checkbox"/> Postage fee <input type="checkbox"/> Written description (PD) <input type="checkbox"/> Traffic Study <input type="checkbox"/> PDF files <input type="checkbox"/> Other _____	2 Fees Application Fee _____ Review Fee _____ Postage _____	Receipt Stamp
	3 Date of Public Hearing:	SP/PD Control Number:

APPENDIX C

APPLICATION MATERIAL FOR RESIDENTIAL & NON-RESIDENTIAL SITE PLAN REVIEW [Amended]

- I. Basic Submission Materials
 - (A) Application form signed by the applicant and owner of record of the property.
 - (B) Abutters list including the names and mailing addresses of all abutting owners of record as defined herein.
 - (C) Fees. The application shall be accompanied by a check or cash to include a “Application Fee” determined by the Board and fees for the cost of notifying abutters and conducting the public hearing.
 - (D) A copy of the existing deed for the property.
- II. Site Plan. Six (6) copies of an accurate plan with the seal of a registered architect, landscape architect, engineer or surveyor at a minimum scale of one (1) inch equals forty (40) feet shall be submitted. In addition, one reduced copy (not to exceed 11” X 17”) of the Final Plan shall be submitted. The plan shall illustrate the proposed development of the property and the following information. [Amend. 4/15/88]
 - (A) General Information.
 - (1) Name of the applicant and name of the owner of record.
 - (2) Date, north arrows and scale.
 - (3) In table or other appropriate form: proposed number and types of uses, lot area, setbacks, coverage, building area and floor area ratio, building height and parking requirements as they relate to the Zoning Ordinance.
 - (B) Property.
 - (1) Boundary lines of the property including bearings and dimensions.
 - (2) Existing and proposed contours at intervals of two (2) feet with source of contours noted on the plan.
 - (3) Location, width and purpose of all existing and proposed easements and rights-of-way on the property.
 - (4) Location of all existing water courses, wetlands, and other significant physical features, and where applicable, the 100-year base flood elevation.
 - (C) Structures and Uses.
 - (1) Location, design and height of all existing and proposed buildings, signs, fences and walls.
 - (2) Location of all existing and proposed uses and facilities not requiring a building.
 - (3) Location and type of pads and enclosures for refuse containers. [Amend. 4/15/88]
 - (D) Parking, Loading and Circulation.
 - (1) Location, arrangement and dimensions of parking stalls, aisles, drives, fire lanes, entrances, exists and ramps.
 - (2) Location and dimensions of loading areas.
 - (3) Location and dimensions of pedestrian entrances, exits, and sidewalks.
 - (4) Emergency access for police, fire and emergency equipment.
 - (E) Landscape Plan. A landscape plan showing the location, type and size of plantings within all Landscaped areas and any fencing, walls and screening. The landscape plan shall be prepared by a professional landscape architect.

- (F) Signing and Lighting. The location, size, height, orientation and design for all signs and outdoor Lighting.
- (G) Utilities. A utilities plan, including profiles and supporting design calculations, for proposed sanitary sewer, storm drainage, and public water supply shall be prepared by a registered professional engineer licensed in the State of New Hampshire.
- (H) Miscellaneous notations. For development over one (1) acre, the following note shall be incorporated on the final site plan(s), “the project will be required to obtain National Pollutant Discharge Elimination System (NPDES) permit coverage as issued by the United States Environmental Protection Agency (EPA). The owner/ developer and “operator” (general contractor) shall be required to prepare and submit a Notice of Intent (NOI) to the EPA prior to the start of construction and shall be responsible for the preparation and implementation of a Storm Water Pollution Prevention Plan (SWPPP) meeting the requirements of the current NPDES Permit.” [Amendment 12/18/03]

III. Phasing Plan. In cases where the applicant wishes to develop the site in phases, an overall site and phasing plan indicating all phases and ultimate development shall be submitted.

IV. Traffic Analysis. A traffic analysis may be required when the project may affect the operational and Safety characteristics of the adjacent street network. The traffic analysis shall be prepared by a professional traffic engineer in accordance with specifications for traffic impact studies available in the office of the Board.

V. Waivers. The staff may waive the requirements for any of the specific items outlined above except those which pertain to Special Flood Hazard Areas. Before granting a waiver, the staff shall find that requiring all the site plan information would be inconsistent with the intent of these regulations, and the lack of such information will not impair or prejudice the Board’s review. Examples of cases which may be considered include minor additions to an existing building or a change in use that will not significantly alter the use of the site nor place a significantly greater burden on existing City facilities. [Amend. 9/26/91]

VI. DIGITAL FILE FORMAT. All plans must be submitted as a PDF file, one file for each plan. They are in addition to and do not replace any current submission requirements. Accompanying documentation or updated information supplied after submission must also be accompanied by a CD-ROM containing the amended or new information in PDF format. This digital format will be kept in the Planning Department digital files and may be used to send plans to Planning Board Members, abutters, peer review engineers, and all other interested parties. [Amended 4/29/10]

APPENDIX D

APPLICATION MATERIALS FOR PLANNED DEVELOPMENT SUBMISSIONS [Amended]

I. BASIC SUBMISSION ITEMS

- (A) Application form signed by the applicant and owner of record of the property.
- (B) Abutter List including the names and mailing addresses of all abutting owners of record as defined in RSA 672:3.
- (C) The application shall be accompanied by a check or cash to include a “Basic Fee” and fees for the cost of notifying abutters. The basic fee shall be in accordance with the formula established in Appendix A of the Subdivision and Site Plan Regulations. Where an application is subject to both Site Plan and Planned Development regulations, only one basic fee will be charged.
- (D) EXHIBIT. (5) copies of an accurate plan with the seal of a registered architect, landscape architect, engineer or surveyor at a minimum scale of 1 inch equals 40 feet shall be submitted. The exhibit shall include:
 - 1. Name of applicant and owner of record.
 - 2. Date, north arrow and scale.
 - 3. In table or other appropriate form: proposed number and types of uses, lot area and parking requirements.
 - 4. Boundary lines of the property including dimensions.
 - 5. Location and footprint of proposed buildings and other structures and uses.
 - 6. Location of all private streets, driveways and parking areas.
 - 7. Existing and proposed watercourses, ponds, easements, wetlands, channel encroachment lines and 100 year flood lines.
 - 8. Location of primary sewer and water lines and sewage disposal area if any.
 - 9. Existing contours at intervals of two (2) feet.
- (E) Written Description. Five copies of a written report describing the project. This shall Fees. generally include: a general description of the project, a description of the timetable for completion, means of operation and maintenance of “Private Improvements” as appropriate, and information on how each of the criteria of Section 5.12 are addressed.

II. ADDITIONAL MATERIALS FOR SINGLE FAMILY PLANNED DEVELOPMENTS

- (A) Conceptual Subdivision Plan. The conceptual subdivision plan as required by Section 5.12 for single-family Planned Development shall be consistent with the requirements of the Subdivision Regulations and Zoning Ordinance. {Duplexes are considered attached single-family and shall be treated similarly). The Plan shall include the following:
 - 1. Boundary lines of the property including dimensions.
 - 2. Existing contours at an interval appropriate to the development.
 - 3. Conceptual lot lines and right-of-way lines with dimensions.
 - 4. Lot areas identified on each lot.

5. Existing and proposed watercourses, ponds, easements, wetlands, channel encroachment lines and 100 year flood lines.
6. Other physical features that may limit development on the site.
7. Location of conceptual public streets, if any, that generally meet the requirements of the “Standard Specifications” of the Highway Department.

III. ADDITIONAL MATERIALS THAT MAY BE REQUIRED

The following are additional materials that may be required by the Board for their review, but other materials may be required beyond those listed here:

- (A) **LANDSCAPING PLAN.** A landscaping plan showing generally the location and type of plantings and any fencing, walls and screening. The landscaping plan may either be included on the site plan or a separate plan.
- (B) **BUILDING PLANS.** Building plans including floor plans, architectural building elevations, and signage plans. These plans may include one set of building plans for a number of similar structures.
- (C) **UTILITY PLANS AND SPECIFICATIONS.** Where the development involves either on-site or off-site public utilities, detailed plans and specifications will be required including such other documents as storm drainage and sewage discharge calculations.
- (D) **PHASING PLAN.** Where the Planned Development will be developed in phases, an overall site and phasing plan indicating all phases and ultimate development shall be submitted.
- (E) **IMPROVEMENTS AGREEMENT AND SURETY.** Where the Board determines that Timely and proper completion of “private improvements” is necessary for the coordinated occupancy of units, the Board may require an “Improvement Agreement” as well as a bond or other form of surety necessary to insure the completion of the improvements.
- (F) **GRADING PLAN.** A grading plan may be required showing existing and proposed Contours with an interval of 2 feet along with the layout of streets and drainage.

IV. **DIGITAL FILE FORMAT. All plans must be submitted as a PDF file, one file for each plan. They are in addition to and do not replace any current submission requirements. Accompanying documentation or updated information supplied after submission must also be accompanied by a CD-ROM containing the amended or new information in PDF format. This digital format will be kept in the Planning Department digital files and may be used to send plans to Planning Board Members, abutters, peer review engineers, and all other interested parties.**

[Amended 4/29/10]